

2021-2022 Unusual Enrollment History Appeal Form

Name: _____ EMPILID: _____

SSN _____ Phone number: _____

The Financial Aid Office has reviewed your financial aid application for 2021-2022 year and discovered your Student Aid Report requires us to do additional verification. You have been flagged for **Unusual Enrollment History by the Department of Education**.

The U.S. Department of Education has established new regulations to **prevent fraud and abuse in the Federal Pell Grant Program and Direct Loan Program** by identifying students with unusual enrollment histories. Some students who fall under this category have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires our office to do an additional review step of your file in order to determine future federal financial aid eligibility. If selected by the Department of Education (via the FAFSA), this must be resolved before you receive financial aid.

The specific pattern the Department of Education uses to select students includes **those students who have received a Federal Pell Grant and/or Direct Loans at multiple institutions during the past four academic years and received no academic credit**. Once the Department of Education indicates that a student has an unusual enrollment history, the Financial Aid Office must then take action and review the academic history prior to determining federal financial aid eligibility for that student.

Because you appear to have failed to receive academic credit at institutions you received a Federal Pell grant at during the relevant award years, your federal financial aid is denied. However, you can **appeal this decision** by submitting a **letter** explaining the circumstances which resulted in your failure to complete academic credits during the period between 2016 and present. You must also provide **documentation to support the explanation** provided in the appeal letter. Appeals without documentation will be considered incomplete and will be denied.

Acceptable supporting documentation includes:

- Personal injury or illness (must have occurred during term(s) of academic difficulty) – Requires doctor's statement, hospital records, or accident/police report.
- Death or serious illness of an immediate family member (parents, grandparents, children, spouse, sibling) – Requires doctor's statement, hospital records or a death certificate/obituary notice
- Employment changes – Requires documents to show loss of job or other changes in employment
- Divorce or separation in the student's immediate family – Requires divorce/separation documents or letter from attorney
- Failure to have a set academic goal/major or misunderstanding of schools Satisfactory Academic Progress (SAP) standards – (may only be used as an excuse for one (1) time during the years in question).

This documentation will be reviewed by our office and we will notify you of the decision. If your appeal is denied, you may re-establish your eligibility by completing one quarter of a minimum of 12 credits at South with a 2.0 or higher and pay on your own to have your eligibility reinstated.

Please check one of the statements below. For schools attended since summer 2016 to present:

	Check One	Submit Requirements
	I received academic credit from all of the schools I attended during the past four award years as confirmed by my official transcripts.	<p>1. Sign below and submit this form to the Financial Aid Office along with copies of all unofficial academic transcripts if officials have not been yet received by Credentials. Please note: unofficial academic transcripts can only be used for purposes of <i>this</i> appeal process. All official transcripts must be received and evaluated before determining financial aid eligibility if your appeal is approved.</p>
	I did not receive academic credits from one or all of the schools I attended during the last four years.	<p>Sign below and submit with form to the Financial Aid Office with the following attachments.</p> <ol style="list-style-type: none"> 1. Attach to this form a signed statement explaining why you attended but did not earn academic credit. <ol style="list-style-type: none"> a. Attach a separate statement for each school that you attended, but failed to earn academic credit. b. Explain what happened and what has changed. 2. Attach documentation to support your reasons. 3. Attach an Educational Plan, identifying the courses you will take up to graduation (see advisor for this). <p>Review your outstanding required documents in the Financial Aid Portal</p>

If you did not receive credit at one or more schools attended, we will review your transcripts, your explanation(s) and supporting documentation. If you are denied financial aid for your enrollment history, you may request review to regain eligibility only **after** completing one quarter of a minimum of 12 credits at South with a 2.0 or higher while paying on your own.

If you have any questions, please bring this letter with you to the Financial Aid Office. This will help expedite your file completion process, and will shorten waiting times at the front counter.

REQUIRED SIGNATURE: I certify that all information reported on this form and on any attached documents is complete and correct. Warning: If you purposefully give false or misleading information for the purpose of receiving federal aid, you may be fined, sentenced to jail or both.

Student Signature (Please **print**, then sign and date above)

Date